

Special Session

Agenda Item #	4
Meeting Date	May 7, 2007
Prepared By	Lonni Moffet Communications Director
Approved By	Barbara B. Matthews City Manager

Discussion Item	Award of Contract for Council Chambers/Auditorium Renovation Study
Background	<p>On March 5, 2007, the Takoma Park Arts and Humanities Commission requested that the Council conduct a comprehensive evaluation of the feasibility of renovating the auditorium for use as both a venue for the performing arts and a meeting space for official Council proceedings. The Resolution submitted by the Commission requested that the feasibility study consider all aspects of the proposed use of the space, provide for the telecasting of Council meetings, performances and other events, and ensure the accessibility of the facilities. Following that discussion, the City Council directed staff to proceed with issuing a Request for Proposals for such a study.</p> <p>On March 30, 2007, the City of Takoma Park issued a “Request for Proposals for Architectural Services in Connection with the Proposed Renovation of the Council Chambers/Auditorium.” Three responsive proposals were received – one from MTFA Architects, one from Wnuk Spurlock Architecture and one from ANCL Architects. A review committee was convened: Lonni Moffet, Communications Director; Sara Daines, Director of Housing and Community Development; Charlie Pilzer from the Arts and Humanities Commission; and Suzanne Ludlow, Community and Government Liaison. The proposals were reviewed, and the firms were interviewed.</p> <p>As discussed at the worksession on April 30, 2007, the review committee recommends that a contract be awarded to MTFA Architects. The panel felt the approach proposed by MTFA was the most compatible and responsive of the three responses. The study is scheduled to take approximately seven weeks.</p>
Policy	The Council must approve by ordinance any expenditure of \$10,000 or more.
Fiscal Impact	<p>The fee for the feasibility study is proposed at \$28,130.</p> <p>The attached Ordinance reflects a not-to-exceed cost of \$30,000 in order to allow for reimbursement of expenses and an additional meeting, if required.</p>
Attachments	First Reading Ordinance
Recommendation	Approve ordinance at first reading.
Special Consideration	Funding for the study is not included in the FY07 budget. An amendment to the FY07 budget would be required should the Council approve the award of a contract.

Introduced By:

First Reading:

Second Reading:

CITY OF TAKOMA PARK, MARYLAND

ORDINANCE NO. 2007-

**AWARD OF CONTRACT FOR
COUNCIL CHAMBERS/AUDITORIUM RENOVATION STUDY**

WHEREAS, the City of Takoma Park desires to identify options for renovating the Council Chambers/Auditorium for use as both a venue for the performing arts and a meeting space for official Council proceedings; and,

WHEREAS, in accordance with the City's procurement requirements, staff solicited proposals for the aforementioned scope of services; and,

WHEREAS, three responsive proposals were received in response to a Request for Proposals issued March 30, 2007; and,

WHEREAS, a proposal review committee unanimously recommended MTFA Architecture Inc. as the firm best qualified to assist the City with identifying options for renovating the Council Chambers/Auditorium; and,

WHEREAS, funding for the study to be performed by MTFA Architecture, Inc. is not included in the FY07 budget, necessitating the appropriation of funds by the Council; and,

WHEREAS, said budget amendment will be presented to the Council by the City Manager in the near future.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF TAKOMA PARK, MARYLAND THAT:

1. The City Manager is authorized to enter into a contract with MTFA Architecture Inc. in an amount not to exceed \$30,000.
2. This Ordinance shall become effective upon adoption.

Adopted this ____ day of May, 2007 by roll call vote as follows:

AYE:

NAY:

ABSTAIN:

ABSENT: